

**TOWN OF GRANBY
LIBRARY ASSISTANT: CIRCULATION DEPARTMENT**

POSITION DESCRIPTION:

Provides circulation assistance for patrons and performs technical and clerical work related to library services. This part-time position may include evening and weekend hours and may include changes to the established work schedule as required.

SUPERVISED BY:

Head of Circulation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs works relating to circulation of library materials. Charges and discharges library materials, registers borrowers, receives and records fees and fines. Assists and instructs staff in circulation policies and procedures.

Assists patrons with readers' advisory, interlibrary loan and basic reference requests. Assists patrons on use of computer resources.

Maintains an orderly circulation desk and new book area. Ensures that library calendars, lists, signage or instructional materials are readily available at the Desk.

Operates computers and other library equipment in routine duties.

ADDITIONAL DUTIES:

Assists in the daily maintenance of the periodical collection and the newspapers.

Opens and closes building according to established security procedures.

Performs duties in other library areas as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have a high school diploma. Ability to carry out instructions furnished in written, oral or scheduled form. Ability to work independently. Ability to work and interact effectively with library staff and the general public.

SPECIAL REQUIREMENTS:

Valid motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to read computer screens and possess digital dexterity and accurate keyboard skills; sharp auditory sense and oral skills.

Requires the ability to retrieve and shelve library materials and supplies. The employee must frequently lift and move up to 10 pounds of books or other materials and equipment and occasionally move a full-loaded book truck up to 35 pounds.

Must be able to sit at a desk or stand and move throughout the building as necessary and work continuously for extended periods of time. Must be able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills. Must be able to hear normal sounds with background noise, distinguish patterns and communicate with speech as in using a telephone. Must be able to concentrate on moderate detail with continuous interruptions, attend to task for more than 60 minutes at a time and remember multiple assignments. Must be able to understand and relate to specific ideas, generally several at a time.

Includes exposure to video display terminals on a daily basis.

Ability to work nights and/or weekends.

The above job description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Granby and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.